

CLAY COUNTY BOARD OF COMMISSIONERS

Tuesday, July 28, 2015

8:30 a.m.

County Board Room – 3<sup>rd</sup> Floor – Courthouse

MINUTES

The Clay County Board of Commissioners met in regular session with all Commissioners present: Campbell, Gross, Ingersoll, Mongeau, and Weyland. County Administrator Brian C. Berg, County Auditor-Treasurer Lori Johnson, and Senior Administrative Assistant Vicki Reek were also present.

APPROVAL OF AGENDA

On motion by Gross, seconded by Mongeau, and unanimously carried, the agenda was approved as presented.

APPROVAL OF GARAGE LEASE FOR LAKES & PRAIRIES COMMUNITY ACTION AGENCY

By consent agenda, the Board approved a lease for garage space for Lakes & Prairies Community Action Agency for two buses, \$250/per bus, for the period 7/1/15-5/31/16.

APPROVAL OF CITY OF MOORHEAD ABATEMENT REQUEST (LUTZ)

By consent agenda, the Board approved a City of Moorhead abatement request from Dean Lutz, tax reduction of \$104 for payable 2015 taxes, due to entry error.

APPROVAL OF TEMPORARY ON-SALE LIQUOR LICENSE FOR BARNESVILLE AREA  
COMMUNITY FUND

By consent agenda, the Board approved a temporary on-sale liquor license for the Barnesville Area Community Fund for an event September 12, 2015.

APPROVAL OF AUDIT ENGAGEMENT LETTER WITH STATE OF MN AUDITOR FOR 2015,  
2016, AND 2017

By consent agenda, the Board authorized execution of the Audit Engagement Letter with the State of Minnesota for audits of Clay County operations for the years 2015, 2016, and 2017.

CITIZENS TO BE HEARD

There were no citizens present who wished to address the Board.

APPROVE PAYMENT OF BILLS AND VOUCHERS

On motion by Gross, seconded by Campbell, and unanimously carried, the bills and vouchers were approved for payment.

2016 BUDGET PROCESS OVERVIEW

County Administrator Brian Berg informed the Board that he and County Auditor-Treasurer Lori Johnson have begun meetings with department heads regarding their 2016 budget requests. He noted that little information is known at this early stage regarding the

Minnesota Counties Intergovernmental Trust dividend, County Program Aid, or health insurance rate for 2016.

#### 2016 BUDGET REVIEW – SHERIFF’S OFFICE

Sheriff Bill Bergquist, Chief Deputy Sheriff Matt Siiro, Jail Administrator Julie Savat, and Emergency Manager Lt. Bryan Green reviewed their respective departmental budgets. A new request involves staffing the Metro Street Crimes Unit, which the Board agreed is important to the entire County. A new Memorandum of Understanding will be in place for funding for Dispatch with the cities of Barnesville, Dilworth, Glyndon and Hawley sharing the expense. The Huber program revenue is expected to fall due to a lack of qualified inmates. Boarding of inmates in other counties has increased (45/day for the last few days). Due to this overcrowding, a part-time Correctional Officer will be requested in 2015 to help manage booking issues. Ms. Savat plans to have three Corrections Officers trained in Crisis Intervention each year.

#### ADOPT RESOLUTION APPROVING CLAY COUNTY EMERGENCY OPERATION PLAN

Emergency Manager Lt. Bryan Green reviewed the changes and updates in the Emergency Operations Plan: notification of warnings, compatibility with the State, updated health and medical information, identification of vulnerable adult client base, mass shelter plan, debris removal, pipeline location, all hazard recovery risk assessment, mutual aid agreements, etc.

On motion by Ingersoll, seconded by Campbell, and unanimously carried, the Board adopted the following resolution and authorized execution of the documents necessary for certification of the Clay County Emergency Operations Plan:

#### RESOLUTION 2015-22

**WHEREAS, the Clay County Board of Commissioners, as the governing body of Clay County, recognizes the need to prepare for, respond to, and recover from natural and man-made disasters; and**

**WHEREAS, Clay County has a responsibility to provide for the safety and wellbeing of its citizens and visitors; and**

**WHEREAS, the Clay County Board of Commissioners, as the governing body of Clay County, has established and appointed a Director and Coordinator of Emergency Services;**

**NOW, THEREFORE, BE IT RESOLVED, by the Clay County Board of Commissioners that this Emergency Operation Plan as revised in July, 2015, is officially adopted; and**

**IT IS FURTHER PROCLAIMED AND ORDERED that the Director of Emergency Services, or his designees, are tasked and authorized to maintain and revise as necessary this document over the next four year period or until such time it be ordered to come before this Board.**

#### 2016 BUDGET REVIEW – HIGHWAY DEPARTMENT

County Engineer David Overbo reviewed the proposed 2016 Highway Department budget, noting that additional funds have been included for gravel and repair labor for contract work on the roads, building maintenance (Highway shops), and Internal Service. It was suggested that right-of-way acquisition costs should be incorporated into the respective projects, rather than a separate line item. He noted that Wall Street may receive a mill and overlay when the rebuild of CSAH1 occurs in connection with the Oakport flood project. Discussion continues regarding the possibility of developing a joint maintenance shop in the Hawley/Rollag area.



APPROVAL OF WEST CENTRAL REGIONAL JUVENILE CENTER'S  
2016 BED PURCHASING CONTRACT

West Central Regional Juvenile Center Director Stephen Larson requested the Board's approval of the annual contract for the secure program's bed purchasing cooperative service agreement. The request for 2016 is for seven beds per day (\$79,500 each, total \$556,500).

On motion by Ingersoll, seconded by Campbell, and unanimously carried, the Board authorized execution of the Annual Purchase Agreement for Clay County's purchase of seven (7) secure beds for 2016, for a total of \$556,500.

REQUEST ADJUSTED STEP ASSIGNMENT FOR PROJECT MANAGER FOR CASS/CLAY  
RETHINK MENTAL HEALTH INITIATIVE

Public Health Administrator Kathy McKay requested the Board's approval to place a candidate for the ReThink Mental Health Initiative Project Manager position on Grade 18, Step 6 of the 2015 Salary Grid. The requested adjustment in placement is due to the candidate's years of experience and leadership skills. She added that the position is grant funded through June, 2017.

On motion by Mongeau, seconded by Ingersoll, and unanimously carried, the Board approved placement of the candidate for the ReThink Mental Health Initiative Project Manager position on Grade 18, Step 6 of the 2015 Salary Grid.

2016 PUBLIC HEALTH BUDGET REVIEW

Public Health Administrator Kathy McKay, Financial Manager Mary Frahm, and Health Promotion Director Gina Nolte reviewed the 2016 proposed budget for Public Health, noting there are not any large changes, requiring a slight increase in the Interfund Transfer. Annual statistics and trends were reviewed for the various programs.

Ms. McKay noted that the average client census per day for Detox (a 10 bed facility) has slightly increased (7.41/day in 2015 to date).

The proposed budget increase is 6.07% , an increase of \$48,728 requested in County dollars.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE

Commissioner Ingersoll attended meetings of the Adult Mental Health Local Advisory Council and Lakes & Prairies Community Action Partnership.

Commissioner Gross attended meetings of the Jail Mental Health Committee, MetroCOG, and Extension interviews.

Commissioner Mongeau attended meetings of the Jail Mental Health Committee, Extension interviews, Planning Commission, facility tour at the Highway Department, Lakes & Prairies Community Action Partnership, and Lakeland Mental Health.

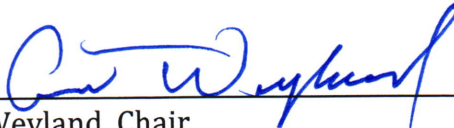
Commissioner Campbell attended meetings of the Solid Waste Advisory Committee, Prairie Lakes Municipal Solid Waste Authority, and Correctional Facility Construction, Design, Operations Committee.

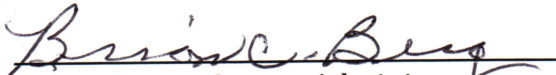
Commissioner Weyland attended meetings of the Correctional Facility Construction, Design, Operations Committee, Prairie Lakes Municipal Solid Waste Authority, and Veterans Conference planning committee. He advised that the Veterans Conference will be held October 2, 2015.

County Administrator Brian Berg reported on meetings concerning bonding for the new Jail Project, Jail Mental Health, 2016 Budget reviews, Soil & Water Conservation District office space issues, Solid Waste Advisory Committee, home buyout process, and Correctional Facility design. Mr. Berg attended a Minnesota Association of County Administrator's Technical Training event.

ADJOURN

The meeting adjourned at 10:35 a.m.

  
\_\_\_\_\_  
Grant Weyland, Chair  
Clay County Board of Commissioners

  
\_\_\_\_\_  
Brian C. Berg, County Administrator